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Executive Assistant to DCI

1 August 1952

Director of Training

Weekly Summary Report

1. [] Training Liaison Officer of the Office of Operations has proposed the establishment of a laboratory in "Y" Building for the purpose of giving reading improvement courses to approximately eighty employees. Present space and facilities will not permit the acceptance of so many trainees in a single class. It is proposed, therefore, that the Chief of the Reading Improvement Branch accept only twenty trainees at one time. This proposal was concurred in by O/O.

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2. A meeting is presently planned with [] to discuss the content and scope of one seminar on International Labor Relations. A survey is presently being made to determine the needs and requirements of those who may be participating in such a course.

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3. [] the Acting Chief, Training Branch, Office of Communications, has proposed that he be authorized to use correspondence courses for the training of Communications personnel in certain subjects. The Budget Analyst of the Communications Office is exploring the possibility of transferring to the Office of Training sufficient funds to cover the cost of the proposed program.

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4. Arrangements for beginning the first CIA Human Resources Program Course in ORR are completed. The first course will include the AD, his staff and division chiefs and will be held on August 6, 7, 8, 11, 12, and 13.

5. An experimental ten-hour course for clerical employees scheduled to go directly to their Offices with no orientation or training has recently been conducted. It is believed that such a course given on the job is the most functional kind of training which can be given in a short time.

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6. Dissolution of the Unclassified Training Group "A" program is planned for 15 August. Trainees who may require instruction previous to their final security clearance will be handled on a tailor-made basis by the Office of Training. Close coordination with the various Offices requiring such training will be maintained so that proper guidance can be given.

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7. A total of 146 copies of the Basic Tradecraft Agent Training Manual have been allocated to operating divisions for overseas training use.



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9. Special Projects Branch, TR(S) has committed itself to three more projects; namely, [redacted] for NE/PC to commence 11 August, [redacted] for WE/PC to commence 25 August, and [redacted] for EE/PC to commence 15 September. Due to illness, [redacted] will no longer be available to SPB, which leaves only two Staff Officers to conduct the projects to which we are committed, and between now and 1 October there will be periods, as now, when two projects are being run concurrently. It is imperative that additional qualified personnel be assigned to SPB as soon as possible if we are going to continue to handle Special Training Projects for the various Foreign Divisions.

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10. A combined total of 113 students is presently enrolled in the introductory and self-study courses in the Language Training Center. During the week, the Language Laboratory was used for a total of 349 student hours.

11. As of 1 August, 353 CIA personnel are enrolled in TR(S) training courses and 425 in TR(G) training courses, making a total of 778 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

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